

**A RESOLUTION  
BY FINANCE/ EXECUTIVE COMMITTEE**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATIVE PURCHASING AGREEMENT PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING THE STATE OF GEORGIA CONTRACT #SWC-90819, WITH RICOH AMERICAS CORPORATION, FOR THE LEASE AND MAINTENANCE OF TWO (2) RICOH MP C6000 COPIERS AND TWO (2) RICOH MP C3300 COPIERS FOR A PERIOD OF THIRTY-SIX (36) MONTHS, ON BEHALF OF THE DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS, IN AN AMOUNT NOT TO EXCEED SIXTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$67,500.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER 1001 (GENERAL FUND), DEPARTMENT 140101 (PRC COMMISSIONER OF DPRCA), ACCOUNT 5223202 (OPERATING RENTAL/LEASE-EQUIPMENT), FUNCTION ACTIVITY 1320000 (CHIEF EXECUTIVE OFFICES); AND FOR OTHER PURPOSES.**

**WHEREAS**, the Department of Parks, Recreation and Cultural Affairs desires to enter into an agreement for the lease and maintenance of two (2) Ricoh MP C3300 copiers and two (2) Ricoh MP C6000 copiers to perform their daily operations; and

**WHEREAS**, pursuant to § 2-1606 of the City of Atlanta Code of Ordinances, the Chief Procurement Officer may procure supplies or construction items through contracts established by the purchasing division of the state, where such contracts and contractors substantially meet the requirements of this Article; and

**WHEREAS**, the Commissioner of the Department of Parks, Recreation and Cultural Affairs and the Chief Procurement Officer recommend utilizing the State of Georgia Contract # SWC-90819 with Ricoh Americas Corporation for the lease of two (2) Ricoh MP C3300 copiers and two (2) Ricoh MP C6000 copiers, for a period of thirty-six (36) months.

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES**, that the Mayor is authorized to enter into an appropriate contractual agreement with Ricoh Americas Corporation, utilizing the State of Georgia Contract #SWC-90819 for the lease and maintenance of two (2) Ricoh MP C3300 copiers and two (2) Ricoh MP C6000 copiers, on behalf of the Department of Parks Recreation and Cultural Affairs, for a period of thirty-six (36) months, in an amount not to exceed Sixty-Seven Thousand Five Hundred Dollars and No Cents (\$67,500.00).

**BE IT FURTHER RESOLVED**, that all contracted work shall be charged to and paid from Fund, Department Organization and Account number 1001 (General Fund), Department 140101 (PRC Commissioner of DPRCA), Account 5223202 (Operating Rental/Lease-Equipment), Function Activity 1320000 (Chief Executive Offices).

**BE IT FURTHER RESOLVED**, that the City Attorney is directed to prepare an appropriate agreement for execution by the Mayor.

**BE IT FINALLY RESOLVED**, that the agreement will not become binding upon the City and the City will incur no obligation or liability under it until it has been approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to the contracting parties.

## Statewide Information Sheet

Statewide Contract Number		SWC-90819	NIGP Code	Multiple-See Tab
Name of Contract	Multifunctional Devices for Print/ Copy/ Scan/ Fax in Industry Segments 2-4			
Effective Date	09/17/2009		Expiration Date	06/30/2010
Contract Table of Contents				
Suppliers Awarded	Canon, Docuteam, Ricoh, Xerox	Contract Information:	(See attached)	
Contract Information for Supplier				Page Number
<u>Canon USA, Inc.</u>				<u>2</u>
<u>Docuteam</u>				<u>3</u>
<u>Ricoh Americas</u>				<u>4</u>
<u>Xerox Corporation</u>				<u>5</u>
Additional Contract Information				
<u>General Contract Information</u>				6
<u>Item Listing</u>				6
<u>Contract Renewals/ Extensions/ Changes</u>				(Initial term)
<u>DOAS Contact Information</u>				7

## Supplier Information Sheet

<b>Contract Information</b>	
<b>Statewide Contract Number</b>	<b>SWC-90819-04</b>
<b>PeopleSoft Vendor Number</b>	<b>0000004958</b>
<b>Supplier Name &amp; Address</b>	
<u>Ricoh Americas Corporation</u>	
<b>Contract Administrator</b>	
Contact for contract issues: Steve Bissey: <u>Steve.Bissey@ricoh-usa.com</u> For quotes: Jay Milner: <u>Jay.Milner@ricoh-usa.com</u>	
<b>Contact Details</b>	
<b>Ordering Information</b>	User Agency Leases must be made through use of the attached "Standard Agency Agreement for Multifunctional Devices (Midrange) Lease and Maintenance"
<b>Remitting Information</b>	See contract terms
<b>Delivery Days</b>	See contract terms
<b>Discounts</b>	Negotiated pricing
<b>Payment Terms</b>	Net 30 Days
<b>Bid Offer includes</b>	State and Local Government
<b>Acceptable payment method</b>	Vendor will accept Purchase Orders and the Purchasing Card under this contract as permitted by current policies governing the Purchasing Card program.



**Part II: Legislative White Paper:**

**A. To be completed by Legislative Counsel:**

**Committee of Purview: Finance/ Executive Committee**

**Caption:** A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATIVE PURCHASING AGREEMENT PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING THE STATE OF GEORGIA CONTRACT #SWC-90819, WITH RICOH AMERICAS CORPORATION, FOR THE LEASE AND MAINTENANCE OF TWO (2) RICOH MP C6000 COPIERS AND TWO (2) RICOH MP C3300 COPIERS FOR A PERIOD OF THIRTY-SIX (36) MONTHS, ON BEHALF OF THE DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS, IN AN AMOUNT NOT TO EXCEED SIXTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$67,500.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER 1001 (GENERAL FUND), DEPARTMENT 140101 (PRC COMMISSIONER OF DPRCA), ACCOUNT 5223202 (OPERATING RENTAL/LEASE-EQUIPMENT), FUNCTION ACTIVITY 1320000 (CHIEF EXECUTIVE OFFICES); AND FOR OTHER PURPOSES.

**Council Meeting Date:** May 3, 2010

**Requesting Dept.:** Parks, Recreation and Cultural Affairs

**B. To be completed by the department:**

**1. Please provide a summary of the purpose of this legislation?** The purpose of this legislation is to procure copiers for DPRCA in their new location, Harris Tower. The lease covers maintenance and supplies, and the term is for 36 months.

**2. Please provide background information regarding this legislation.**

The Executive Office-Office of Enterprise Assets Management desires to enter into a cooperative purchasing agreement pursuant to section 21601 ET. Seq. of the Purchasing and Real Estate code to utilize the state of Georgia contract SWC-90819 with Ricoh to lease four (4) copiers for a period not to exceed 36 Months. DPRCA is relocating from the City Hall East building to Harris Towers in downtown Atlanta. The vendor of their older leased copiers in CHE will retrieve them, and this resolution will provide for their new ones in the new location.

**3. If Applicable/Known:**

(a) **Contract Type:** N/A

(b) **Source Selection:** N/A

(c) **Bids/Proposals Due:** N/A

(d) **Invitations Issued:** N/A

(e) **Number of Bids:** N/A

(f) **Proposals Received:** N/A

(g) **Bidders/Proponents:** N/A

(h) **Term of Contract:** N/A

**4. Fund Account Center:** 1001 (General Fund), Department 140101 (PRC Commissioner of DPRCA), Account 5223202 (Operating Rental/Lease-Equipment), Function Activity 1320000 (Chief Executive Offices), and for other purposes.

**5. Source of Funds:** General Fund

**6. Fiscal Impact:** The fiscal impact will be to the above account in an amount not to exceed Sixty-Seven thousand, Five Hundred Dollars and Zero cents (\$67,500.00).

**7. Method of Cost Recovery:** N/A

**This Legislative Request Form Was Prepared By:** Shannon L. Burton-OEAM/Simone Brathwaite-Law Department and Debra F. Harris-DPRCA

## Legislation Summary

**Committee of Purview:**

**Caption**

**A resolution authorizing the Mayor to execute an appropriate contractual agreement on behalf of the Department of Parks, Recreation, and Cultural Affairs with Ricoh Americas Corporation in an amount not to exceed sixty seven thousand five hundred dollars and no cents (\$67,500.00). All contract work shall be charged to and paid from fund account and center number: 1001 (General Fund), 140101 (PRC Commissioner of DPRCA), 5223202 (Operating Rental/Lease-Equipment), 1320000 (Chief Executive Offices).**

**Council Meeting Date:** May 3, 2010

**Legislation Title:** Resolution authorizing the Chief Procurement Officer to utilize the State of Georgia Contract #SWC-90819 with Ricoh Americas Corporation for the lease and maintenance of two (2) Ricoh MP C6000 Copiers and two (2) Ricoh MP C3300 Copiers for a period of thirty six (36) months on behalf of the Department of Parks, Recreation, and Cultural Affairs with Ricoh Americas Corporation in an amount not to exceed sixty seven thousand five hundred dollars and no cents (\$67,500.00). All contract work shall be charged to and paid from fund account and center number: 1001 (General Fund), 140101 (PRC Commissioner of DPRCA), 5223202 (Operating Rental/Lease-Equipment), 1320000 (Chief Executive Offices).

**Requesting Department:** Department of Parks, Recreation, and Cultural Affairs

**Contract Type:** N/A

**Source Selection:** State of Georgia Contract #SWC-90819

**Bids/Proposals Due:** N/A

**Invitations Issued:** N/A

**Number of Bids/  
Proposals Received:** N/A



<b>Bidders/Proponents:</b>	N/A
<b>Justification Statement:</b>	N/A
<b>Background:</b>	N/A
<b>Fund Account Centers:</b>	1001 (General Fund), 140101 (PRC Commissioner of DPRCA), 5223202 (Operating Rental/Lease-Equipment), 1320000 (Chief Executive Offices).
<b>Source of Funds:</b>	N/A
<b>Fiscal Impact:</b>	N/A
<b>Term of Contract:</b>	N/A
<b>Method of Cost Recovery:</b>	N/A
<b>Approval:</b>	
<b>DOF:</b>	
<b>DOL:</b>	
<b>Prepared By:</b>	Patricia Lowe, Buyer
<b>Contact Number:</b>	404.330.6583

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE BYRD

Dept.'s Legislative Liaison: Debra F. Harris

Contact Number: 404-546-6795

Originating Department: Parks, Recreation and Cultural Affairs

Committee(s) of Purview: Finance/ Executive

Chief of Staff Deadline: April 13, 2010

Anticipated Committee Meeting Date(s): April 28, 2010

Anticipated Full Council Date: May 3, 2010

Legislative Counsel's Signature: [Signature]

Commissioner Signature: [Signature]

Chief Procurement Officer Signature: [Signature]

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A COOPERATIVE PURCHASING AGREEMENT PURSUANT TO SECTION 2-1601 ET. SEQ. OF THE CITY OF ATLANTA CODE OF ORDINANCES, UTILIZING THE STATE OF GEORGIA CONTRACT #SWC-90819, WITH RICOH AMERICAS CORPORATION, FOR THE LEASE AND MAINTENANCE OF TWO (2) RICOH MP C6000 COPIERS AND TWO (2) RICOH MP C3300 COPIERS FOR A PERIOD OF THIRTY-SIX (36) MONTHS, ON BEHALF OF THE DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS, IN AN AMOUNT NOT TO EXCEED SIXTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$67,500.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBER 1001 (GENERAL FUND), DEPARTMENT 140101 (PRC COMMISSIONER OF DPRCA), ACCOUNT 5223202 (OPERATING RENTAL/LEASE-EQUIPMENT), FUNCTION ACTIVITY 1320000 (CHIEF EXECUTIVE OFFICES); AND FOR OTHER PURPOSES.

Mayor's Staff Only

Received by CPO: \_\_\_\_\_ Received by LC from CPO: \_\_\_\_\_  
(date) (date)

Received by Mayor's Office: [Signature] 4/13/10 Reviewed by: [Signature]  
(date) (date)

Submitted to Council: \_\_\_\_\_